



**STATEMENT OF PROCEEDINGS FOR THE  
REGULAR MEETING OF THE  
LOS ANGELES COUNTY AUDIT COMMITTEE**

**KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 525  
LOS ANGELES, CALIFORNIA 90012**

**Thursday, October 20, 2011**

**10:30 AM**

Present: Member Ollague, Member Jordan and Vice Chair Chough

Excused: Chair Glasgow and Member Gallucci

Call to Order. (11-4523)

**The meeting was called to order by Vice Chair Genie Chough at 10:35 a.m.**

**I. ADMINISTRATIVE MATTERS**

1. Approval of the September 15, 2011 meeting minutes. (11-4519)

**On motion of Dorinne Jordan, seconded by Genie Chough, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**II. BOARD POLICIES**

2. Recommendation to approve amendments to Board Policy No. 3.060 - Non-Discrimination on the Basis of Disability and extend the sunset review date to February 17, 2016 (9/14/11). (11-4517)

**On motion of Dorinne Jordan, seconded by Louisa Ollague, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

3. Recommendation to approve amendment of responsible department for Board Policy No. 3.070 - County-Sponsored Events to be Disabled Accessible (9/19/11). (11-4518)

**On motion of Dorinne Jordan, seconded by Louisa Ollague, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

4. Recommendation to amend Board Policy 3.010 - Workplace Charitable Giving Standard by extending the sunset review date to January 16, 2013 (10/7/11). (11-4144)

**Martin Zimmerman, CEO explained the reason for the one year extension was to allow a legal review and time to re-solicit, revisit the standards and search for other charitable organizations that may be eligible.**

**On motion of Genie Chough, seconded by Dorinne Jordan, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

5. Recommendation to approve amendments to Board Policy No. 4.050 - Audit Follow-Up and extend the sunset review date to December 7, 2019 (10/12/11). (11-4608)

**On motion of Dorinne Jordan, seconded by Louisa Ollague, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

### **III. SUNSET REVIEWS**

6. Recommendation to approve request to the Board of Supervisors to extend the Sunset Review for the Los Angeles County Hospitals and Health Care Delivery Commission to July 1, 2015 (10/6/11). (11-4515)

**On motion of Louisa Ollague, seconded by Dorinne Jordan, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

7. Recommendation to approve request to the Board of Supervisors to extend the Sunset Review for the Los Angeles County Citizens' Economy and Efficiency Commission to July 1, 2016 (10/11/11). (11-4615)

**On motion of Louisa Ollague, seconded by Dorinne Jordan, this item was approved.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

**IV. OLD BUSINESS**

8. Recommendation to approve amendments and extension of the sunset review date for Board Policy No. 6.030 - County Website Advertising and Hotlink Policy (5/9/11) (Continued from meetings of 7/21/11, 8/18/11 and 9/15/11). (11-2901)

**On motion of Dorinne Jordan, seconded by Louisa Ollague, this item was continued to the next meeting for Lori Glasgow to be present.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

9. Report on the County's Health Insurance Portability and Accountability Act and Health Information Technology for Economic Clinical Health Act Program (7/28/11) (Continued from meetings of 8/18/11 and 9/15/11). (11-3517)

**Linda McBride, A-C explained that the HIPPA training is ongoing due to Federal regulations. Ms. McBride stated that complaints are logged in a database and are kept for a minimum of six years.**

**On motion of Dorinne Jordan, seconded by Louisa Ollague, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

10. Audit of First 5 Los Angeles - Phase One (Board Agenda Item 12-B, February 22, 2011) (7/28/11) (Continued from meetings of 8/18/11 and 9/15/11). (11-3574)

**On motion of Louisa Ollague, seconded by Dorinne Jordan, this item was received and filed.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

11. Los Angeles Superior Court Family Law Court - Minors' Counsel Cost Review (Board Agenda Item #71, April 29, 2011) (7/28/11) (Continued from meetings of 8/18/11 and 9/15/11). (11-3594)

**On motion of Dorinne Jordan, seconded by Louisa Ollague, this item was continued to the next meeting.**

**Attachments:**    [SUPPORTING DOCUMENT](#)

12. Recommendation to approve amendments and extension of the sunset review date for Board Policy No. 5.010 - MWBE Utilization Goal for County Contracts (8/10/11) (Continued from meetings of 8/18/11 and 9/15/11). (11-3718)

**On motion of Dorinne Jordan, seconded by Louisa Ollague, this item was continued to the next meeting.**

Attachments: [SUPPORTING DOCUMENT](#)

13. Recommendation to approve amendments and extension of the sunset review date for Board Policy No. 5.130 - Contracting With Minority/Women/Disadvantaged/Disabled Veteran Owned Firms (8/25/11) (Continued from meeting of 9/15/11). (11-4052)

**On motion of Dorinne Jordan, seconded by Louisa Ollague, this item was continued to the next meeting.**

Attachments: [SUPPORTING DOCUMENT](#)

14. Fraud Hotline Status Report - January 1, 2011 through June 30, 2011 (8/30/11) (Continued from meeting of 9/15/11). (11-4045)

**On motion of Dorinne Jordan, seconded by Louisa Ollague, this item was continued to the next meeting.**

Attachments: [SUPPORTING DOCUMENT](#)

## **V. REPORTS**

15. YWCA of San Gabriel Valley - A Department of Public Social Services' Domestic Violence Supportive Services Program Provider - Contract Compliance Review (9/14/11). (11-4496)

**On motion of Genie Chough, seconded by Louisa Ollague, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

16. Annual Reporting Requirements for Foundations and Support Groups (9/14/11). (11-4498)

**Robert Campbell, A-C provided a brief background of the annual report. He stated that this is a board requirement dating back to 1994. Jim Schneiderman, A-C added that a summary report is included identifying the foundations.**

**On motion of Genie Chough, seconded by Louisa Ollague, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

17. 2009-10 Countywide State Grants Financial Compliance Audits (9/15/11). (11-4499)

**On motion of Genie Chough, seconded by Louisa Ollague, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

18. First Annual Recap on Audit-Related Funding Transferred from General Fund Departments (9/20/11). (11-4500)

**Judi Thomas, A-C stated there was a difference between actual and anticipated allocation and they are in ongoing discussions with the CEO regarding this gap. Jim Schneiderman, A-C explained that the estimate for allocation was based on history and the gap is the under allocated amount. Ms. Thomas explained that this has continued to be included in the budget request through supplemental and final changes and will be included in the upcoming budget request given that a portion of the gap is needed to cover the general fund departments. Ms. Thomas stated that the new year will be reported quarterly. She added that the frequency of audits is not the same among departments and a three year review is necessary.**

**On motion of Genie Chough, seconded by Louisa Ollague, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

19. Report of Monies Owed to Third Parties as of June 30, 2011 (9/28/11). (11-4508)

**On motion of Genie Chough, seconded by Louisa Ollague, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

20. Registrar-Recorder/County Clerk Purchasing and Contracting Review (9/28/11). (11-4509)

**On motion of Genie Chough, seconded by Louisa Ollague, this item was received and filed.**

Attachments: [SUPPORTING DOCUMENT](#)

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21. Proposition A Contract - Department of Health Services Housekeeping Staffing Services (Board Agenda 10/4/11, Item 22) (9/30/11). (11-4511)

**On motion of Genie Chough, seconded by Louisa Ollague, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

22. Report Of Treasurer And Tax Collector's Cash Difference Fund Replenishments For The Fiscal Year Ended June 30, 2011 (10/4/11). (11-4505)

**On motion of Genie Chough, seconded by Louisa Ollague, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

23. Department of Public Health - Substance Abuse Prevention and Control Program Adult Outpatient and Residential Substance Abuse Services Rate Study (10/13/11). (11-4619)

**On motion of Genie Chough, seconded by Louisa Ollague, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

## **VI. DISCUSSION ITEMS**

24. Proposed County Cell Phone and Data Card Usage Policy (7/20/11). (11-3504)

**This item will be discussed at the next meeting.**

**Attachments:** [SUPPORTING DOCUMENT](#)

25. CCMD Pilot Project. (11-4618)

**Don Chadwick, A-C discussed the Countywide Contract Management Division (CCMD) pilot project of providing risk-based monitoring of County contracts. He stated that the County currently has over 7000 contracts totaling over \$15 billion and that CCMD currently only reviews contracts for sub-vented social service departments where CCMD can bill for the services. Mr. Chadwick indicated the intent of the pilot project is to monitor contractors Countywide based on risk rather than based on a department's willingness to pay for the monitoring reviews. In addition, CCMD plans to review departments' contracting functions. Mr. Chadwick stated they plan to complete risk assessments on County contractors and departments' contract management functions and present the results with an Audit plan to the Audit-Committee in January 2012.**

**Aggie Alonso, A-C provided more detail of the plan which entailed conducting a Countywide risk assessment in which the two components to be reviewed would be departmental contracting functions and County contractors. This review would result in identifying both the high risk departments and contractors. Mr. Alonso also indicated they would provide information on the cost of additional resources that would be required to the Audit-Committee in January 2012. Louisa Ollague requested that the cost assessment include the amount necessary for the new services and the cost to keep the current services.**

**VII. MISCELLANEOUS**

- 26.** Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (11-4520)

**There were none.**

- 27.** Public Comment (11-4521)

**No members of the public addressed the Committee.**

- 28.** Adjournment (11-4522)

**There being no further business to discuss, the meeting adjourned at 11:05 a.m.**